



***FAQ: How do I get to become a WSDOT Consultant?***

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By responding to an advertisement and being deemed the most qualified. Unlike the Construction program, Architectural and Engineering (A&E) Services and Personal Services cannot be a low-bid based selection. Selection must be qualification-based.

***FAQ: Why is selection qualification-based instead of bid-based?***

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Because Personal Services and A&E Services and their selection are defined by RCW 39.29 and 39.80 and by the Brooks Act 40 U.S.C. §541.

***FAQ: What is the difference between A&E Services and Personal Services?***

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Because of the above referenced regulations, when advertising and selecting Personal Services (RCW 39.29), cost is a consideration during the selection process, but not the sole selection criteria. When advertising and selecting for A&E Services (RCW 39.80), cost cannot be considered until after award of the project to the most qualified firm. Cost becomes part of the negotiation process.

***FAQ: How do I get on the WSDOT pre-qualification listing?***

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WSDOT does not have a pre-qualification process for A&E Services or for Personal Services. Qualification is determined at the time submittals are reviewed and scored during the advertisement and selection process.

***FAQ: How do I get on the WSDOT listing to be notified of upcoming advertisements and projects?***

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WSDOT Headquarters Consultant Services Office (HQ CSO) does not maintain what is traditionally called a bidders-list and does not send out notification of upcoming advertisements or projects.

***FAQ: So how do I find out about WSDOT Consultant projects?***

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Advertisements are placed in the Seattle Daily Journal of Commerce (DJC.) This advertisement is a brief description with directions to go to WSDOT Consultant Services web site for the full Request for Qualifications (RFQ) and all of the necessary forms required for submitting a statement of qualifications. To find out about WSDOT Consulting projects you can either check the Seattle DJC on a regular basis or check our web site at:  
<http://www.wsdot.wa.gov/consulting>.

***FAQ: What else will I find on the WSDOT Consultant Services web site?***

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- WSDOT's "Consultant Services Procedures Manual," M 27-50;
- WSDOT's "Audit Guide for Consultants";
- The Office of Financial Management's "Guide to Personal Service Contracting";
- A link to the D/M/WBE Database of Certified Firms;



- WSDOT's "Disadvantaged Business Enterprise Program Participation Plan";
- Links to regulating US Codes (USC's), Code of Federal Regulations (CFR's), and Revised Code of Washington (RCW's);
- Boilerplate Agreements;
- Links to various other forms, manuals and useful sites;

***FAQ: Will other government entities be using the results of these advertisements for selection of consultants for their projects?***

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No! The results and selection of firms during the WSDOT advertisement and selection process are for WSDOT use only. All other government entities must advertise and select using their own competitive process. However, there will be occasions when WSDOT will collaboratively advertise with local agencies. In this instance, the advertisement will state that the listing developed from that advertisement would be used by WSDOT and name the agencies involved and who will use the listing.

***FAQ: What is WSDOT's process for advertising?***

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After need is determined by WSDOT, an advertisement is developed by the project manager and HQ CSO. Advertisements are then:

- Placed in the Seattle DJC;
- Placed in other publications on an as needed basis;
- Run once per week for two (2) consecutive weeks (i.e. Monday and the following Monday), and are placed in the Legal Notices section; and
- Only a brief advertisement is placed, with directions to the WSDOT Consultant Services web site, where the full RFQ is posted.

***FAQ: What is an Annual Roster and when does WSDOT advertise for them?***

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On a bi-annual basis, (typically in the fall, September/October) HQ CSO, with input from the regions, will assess types of services that the agency consistently utilizes. Based on that need, HQ CSO will advertise for predetermined categories of work and will initiate multiple On-Call Task Order agreements for each category of work. As the regions determine the need for a consultant, they will look to these agreements to see if the work can be completed utilizing one of these On-Call Task Order agreements. Annual Rosters are typically only developed for A&E Service contracts.

***FAQ: What is Project Specific?***

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Project specific means just that, a specific project. Typically work that cannot be performed utilizing one of the On-Call agreements procured utilizing the annual roster method described above.



***FAQ: Could you please give me tips for responding to advertisements?***

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- Always read the full ad, which is placed only on the WSDOT Consultant Services web site <http://www.wsdot.wa.gov/consulting/>, do not submit an RFQ relying on second-hand information, go directly to the source;
- Always read the RFQ thoroughly and follow all instructions closely;
- Respond to the criteria exactly the way it is outlined in the RFQ;
- Don't forget to fill out all required forms completely; and
- Don't be late submitting, meet the deadline, ***no exceptions***, even if it is the courier's fault.

***FAQ: Once I have submitted my Statement of Qualifications, what happens next?***

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WSDOT HQ CSO office will review all submittals to make sure they are responsive. The submittals are then sent to independent reviewers to be scored based on the criteria included in the advertisement. WSDOT HQ CSO office compiles the independent scores and a ranked listing is established.

***FAQ: How is the ranked listing utilized?***

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The ranked listing is used in one of three (3) ways:

- a) By selecting the number 1 ranked firm directly from the listing;
- b) By requesting to interview the top ranked firms; or
- c) By requesting to ask additional qualifying information in written format from the top ranked firms.

If "b" and "c" from above are utilized, the interview/written response are scored independent from the submittal by either a three (3) person interview panel or by three (3) independent technical reviewers. The scores are compiled and the number 1 ranked firm is selected.

***FAQ: I was awarded a WSDOT project, what happens next?***

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A WSDOT representative will contact the selected firm and contract proceedings/negotiations will begin. If for some reason, the selected firm and WSDOT cannot negotiate a contract, then the second highest scoring firm will be awarded the project. This process will continue until a successful negotiation has been completed, at which time a written contract will be executed.

***FAQ: If my firm was not selected by WSDOT, how will I know?***

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All firms that submitted a RFQ will receive letters of notification of selection immediately after the Director of the Consultant Services Program approves the selection. Notice is also posted to the Consultant Services web site.

***FAQ: I would like to know more about how my firm compared to other firms during the selection process, or I would like a debriefing, what do I do?***

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Debriefs and follow-up interviews will not be conducted until after the selected consultant has successfully negotiated and executed a contract. At that time we ask that your firm call and



make an appointment so that we can spend time with you and we can have all of the relevant information available. Your time is valuable and we want to make sure your time spent with us is beneficial to you.